



**Electronics & ICT Academy**  
(Under Ministry of Electronics and Information Technology (MeitY), Govt. of India)  
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## Faculty Development Programme on “Use of ICT Tools for Classroom Teaching”

**Date: 23 - 28 September, 2019**

**Venue: Nandalal Borgohain City College, Dibrugarh**

Date	Time	Topic
Day-1 (23/09/2019)	09:00 am - 10:00 am	Registration and Reporting
	10:00 am - 10:30 am	Inauguration
	10:30 am - 10:45 am	Tea Break
	10:45 am - 01:00 pm	<b>Computer Fundamentals</b> Introduction to ICT and its usage in Education 1. Fundamentals of computer <ul style="list-style-type: none"><li>• Understanding the computer and its usage</li><li>• Computer definition and its different types</li><li>• Introduction with hardware peripherals (RAM, motherboard, Hard disk)</li><li>• Basic storage devices - Operate and manage content from external devices (sound recorders, digital cameras, pen drives etc.)</li></ul>
	01:00 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<b>Introduction of different OS</b> <ul style="list-style-type: none"><li>• Installing and using essential software on Windows</li><li>• Introduction to Internet and Email usage</li><li>• Creating &amp; managing email</li><li>• Accessing email, information sharing using email id, file attachment etc</li><li>• Download/upload files from/to drive</li><li>• URL and searching the web</li><li>• Email etiquette</li><li>• Find and replacing text</li><li>• Inserting Headers and Footers</li></ul> Lab Session
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	<b>MCQ-1</b>
Day-2 (24/09/2019)	09:30 am - 11:00 am	<ul style="list-style-type: none"><li>• Page numbering (With how to number pages differently in the same content)</li><li>• Inserting Tables</li><li>• Creating table of contents</li><li>• Mail Merge</li><li>• Keyboard Shortcuts</li></ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	2. MS-Excel <ul style="list-style-type: none"><li>• Ribbon</li><li>• Using the Keyboard</li><li>• Cells/Rows/Columns</li><li>• Formatting Cells</li></ul>

	01:00 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<ul style="list-style-type: none"> <li>• Introduction to basic formulas (SUM/AVERAGE/IF/PERCENTAGE/SUMIF/COUNT/COUNTA/ COUNTIF)</li> <li>• Conditional formatting</li> <li>• Charts</li> <li>• Mail Merge</li> </ul> Lab Session
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	<b>MCQ-2</b>
Day-3 (25/09/2019)	09:30 am - 11:00 am	3. Introduction to MS Power Point <ul style="list-style-type: none"> <li>• The Ribbon</li> <li>• Creating Slides</li> <li>• Slide Layout</li> <li>• Using Pictures</li> <li>• Animations</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	<b>Signing in to Google</b> <ul style="list-style-type: none"> <li>• Google Apps</li> <li>• Google Drive</li> <li>• Google Drive Tools</li> <li>• Uploading files/folders</li> <li>• Google Docs</li> <li>• Google Sheets</li> <li>• Google Slides</li> <li>• Sharing files/Folders</li> </ul>
	01:00 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<b>Introduction to Google Forms</b> <ul style="list-style-type: none"> <li>• Usage of Google Forms</li> <li>• The Google form tabs</li> <li>• Changing themes</li> <li>• Creating a Google Quiz</li> <li>• Sharing the form with respondents and collaborators</li> <li>• Analyzing responses</li> <li>• Exporting responses to Sheets</li> <li>• Downloading Google form in PDF format</li> </ul>
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	<b>MCQ-3</b>
Day – 4 (26/09/2019)	09:30 am - 11:00 am	<b>Google Classroom</b> <ul style="list-style-type: none"> <li>• Introduction to Google Classroom</li> <li>• Creating a Google Classroom</li> <li>• Joining a Google Classroom</li> <li>• Creating Class Assignments</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> <li>• Controlling the classroom environment (Adding Co-teachers/Muting/Comments)</li> <li>• Using Google Docs to create material</li> <li>• Organizing lessons</li> <li>• Creating assignments</li> </ul>
	01:00 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<ul style="list-style-type: none"> <li>• Using Google form to create class assessments</li> <li>• Sharing links and videos</li> <li>• Using the Grading Tool</li> <li>• Practice session</li> </ul>

		<ul style="list-style-type: none"> <li>Practice session continues</li> <li>Doubt clearance</li> </ul>
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	<b>MCQ-4</b>
Day-5 (27/09/2019)	09:30 am - 11:00 am	<b>Application of Smart board in the classroom</b> <ul style="list-style-type: none"> <li>Getting Connected and Getting Started</li> <li>Controlling the board</li> <li>Opening programs</li> <li>Moving windows</li> <li>Pressing icons</li> <li>How to use Smart board in classroom</li> <li>Learning the smart board interface</li> <li>Designing lesson using word, ppts, in ink aware</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> <li>Understanding capabilities and limitations of smart boards</li> <li>Top features for learning engagement</li> <li>Choosing the right smart board feature for different classroom interactions</li> <li>Demonstrate use of smart board features (individual participant activity)</li> </ul>
	01:00 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<b>Internet &amp; web browsing</b> <ul style="list-style-type: none"> <li>Introduction to digital literacy</li> <li>Understanding and promoting digital citizenship with students</li> <li>Internet safety and privacy</li> <li>Web development and blogging</li> <li>The value of blogging for professional learning &amp; teaching</li> <li>Choosing a platform, managing the settings &amp; widgets</li> <li>Getting started with blogging</li> </ul>
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm - 04:30 pm	<b>MCQ-5</b>
Day-6 (28/09/2019)	09:30 am - 11:00 am	<b>Adobe Photoshop</b> <ul style="list-style-type: none"> <li>Introduction to Photoshop</li> <li>Setting up a new Photoshop document</li> <li>Introduction to Image Formats</li> <li>Opening and saving images in Photoshop</li> <li>Photoshop tools</li> </ul>
	11:00 am - 11:15 am	Tea Break
	11:15 am - 01:00 pm	<ul style="list-style-type: none"> <li>Examples and uses of tools</li> <li>Curves and Hue / Saturation</li> </ul> <b>Adobe Pagemaker</b> <ul style="list-style-type: none"> <li>Introduction to Pagemaker</li> <li>Pagemaker tools</li> <li>Examples and uses of Pagemaker</li> </ul>
	01:00 pm - 01:45 pm	Lunch Break
	01:45 pm - 03:45 pm	<b>Project Evaluation</b>
	03:45 pm - 04:00 pm	Tea Break
	04:00 pm onwards	<b>Valedictory and Certificate Distribution</b>

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